



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

DATE: March 28, 2024

NAME: DezaRae Collins
EMAIL: dcolli44@my.chemeketa.edu
RE: Offer (Contingent) Administration Specialist III

Dear DezaRae:

Thank you for submitting your resume and for interviewing for the Administration Specialist position with the Mid-Willamette Valley Council of Governments (COG). I am very pleased to be able to offer you this position, contingent of course, upon successful background and reference checks.

Based on your experience, quality interview, and resume, we would offer a starting salary of \$28.10/hour, which is Step 1 of pay range 6, plus benefits. Consistent with the Personnel Manual, you will serve a six-month probationary period after which time you would be eligible for an adjustment to allow for our Mission Square Retirement Plan as well a step adjustment based upon performance. This position is classified as a Non-Exempt Position and is Full-Time (approximately 40 hours per week).

I have attached a one pager of our Retirement and Benefits Plan. If you have any questions on the COG's benefit program, holidays, sick leave, etc. please do not hesitate to contact Amber Mathiesen, COG Finance Director, at 503-540-1603 or amathiesen@mwvcog.org.

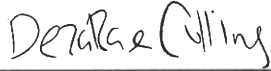
We would like you to start on **April 4, 2024**. If you accept these terms, please sign and date where it is indicated below and return same to me.

If you have any questions, please do not hesitate to contact me. I look forward to hearing back from you and hope that you will decide to accept the position.

Sincerely,



Scott Dadson
Executive Director
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS



Applicant signature

04/01/2024

Date

Attachments

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS
PERSONNEL ACTION WORKSHEET**

SECTION IEmployee No. 1630Employee Name DezaRae CollinsClassification Administration Specialist 3**REMARKS (Reason for Personnel Action)**

Moving from probationary to regular career status. Move up one step due to good work during probationary period and 4% increase to cover retirement.

10/11/2024 DezaRae Collins
Date Employee's Signature

10/11/2024 Linda Hansen
Date Supervisor's Signature

10-11-24
Date

fl
Executive Director

SECTION II Complete for changes in pay, classification, or work schedule.

	FROM	TO
Pay Range	<u>6</u>	<u>6</u>
Step	<u>1</u>	<u>2</u>
Monthly Salary	<u></u>	<u></u>
Hourly Salary	<u>28.970</u>	<u>30.881</u>

PAYROLL USE ONLY: Processed by: _____ Date: _____

10/04/2024

DezaRae Collins

0.00

NON-NEGOTIABLE

****This is not a check. *****Advice of deposit only****

DezaRae Collins
1930 Church St NE
Salem OR 97301-0478

Pay Period: 09/16/2024 - 09/30/2024

DezaRae Collins	PAY	Hours	Rate	Current	YTD
1930 Church St NE	Regular Pay	52.00	28.97	1,506.44	25,451.48
Salem	Paid time off	4.00	28.97	115.88	1,253.80
OR, 97301	Sick Pay	16.00	28.97	463.52	1,150.10
	Vacation Pay	16.00	28.97	463.52	1,265.98
	Reimburse Emp Expense	-	-	0.00	46.63

Mid-Willamette Valley Council of G
100 High Street SE STE

200	OTHER PAY	Current	YTD
Salem	CIS Medical	387.40	2,711.80
OR, 97301	CIS Vision	5.04	35.28
	CIS Dental	30.91	216.37
OR TAX ID: 00294294-4	Parking	30.50	213.50

Pay Period

09/16/2024 - 09/30/2024

Pay Date

10/04/2024

MEMO:

BENEFITS	Used	Available
Vacation	16.00	4.00
Sick	16.00	4.00
Paid time off	4.00	92.00

TAXES	Current	YTD
Federal Income Tax	223.26	2,535.86
Social Security	158.06	1,805.52
Medicare	36.97	422.26
OR Income Tax	170.58	1,941.20
OR Workers' Benefit Fund	0.52	8.92
OR Statewide Transit Tax	2.55	29.13
OR Paid Family and Medical Leave EE	15.30	174.73

DEDUCTIONS	Current	YTD
CIS Hospital Indemnity	7.80	54.60
CIS Critical Illness	2.15	15.05
CIS Medical	0.00	0.00
CIS Vision	0.00	0.00
CIS Dental	0.00	0.00
Trauma Bronze	5.00	35.00
CIS Accident	5.53	38.71

SUMMARY	Current	YTD
Total Pay	\$2,549.36	\$29,167.99
Taxes	\$607.24	\$6,917.62
Deductions	\$20.48	\$143.36

NET PAY:**\$1,921.64**

Acct#....4862:

\$1,921.64

DezaRae Collins	PAY	Hours	Rate	Current	YTD
1930 Church St NE	Regular Pay	52.00	28.97	1,506.44	25,451.48
Salem	Paid time off	4.00	28.97	115.88	1,253.80
OR, 97301	Sick Pay	16.00	28.97	463.52	1,150.10
	Vacation Pay	16.00	28.97	463.52	1,265.98
	Reimburse Emp Expense	-	-	0.00	46.63

Mid-Willamette Valley Council of G

100 High Street SE STE					
200					
Salem	OTHER PAY	Current	YTD		
OR, 97301	CIS Medical	387.40	2,711.80		
	CIS Vision	5.04	35.28		
	CIS Dental	30.91	216.37		
OR TAX ID: 00294294-4	Parking	30.50	213.50		

Pay Period

09/16/2024 - 09/30/2024

Pay Date

10/04/2024

MEMO:

BENEFITS	Used	Available
Vacation	16.00	4.00
Sick	16.00	4.00
Paid time off	4.00	92.00

TAXES	Current	YTD
Federal Income Tax	223.26	2,535.86
Social Security	158.06	1,805.52
Medicare	36.97	422.26
OR Income Tax	170.58	1,941.20
OR Workers' Benefit Fund	0.52	8.92
OR Statewide Transit Tax	2.55	29.13
OR Paid Family and Medical Leave EE	15.30	174.73

DEDUCTIONS	Current	YTD
CIS Hospital Indemnity	7.80	54.60
CIS Critical Illness	2.15	15.05
CIS Medical	0.00	0.00
CIS Vision	0.00	0.00
CIS Dental	0.00	0.00
Trauma Bronze	5.00	35.00
CIS Accident	5.53	38.71

SUMMARY	Current	YTD
Total Pay	\$2,549.36	\$29,167.99
Taxes	\$607.24	\$6,917.62
Deductions	\$20.48	\$143.36

NET PAY:**\$1,921.64**

Acct#....4862:

\$1,921.64

09/20/2024

DezaRae Collins

0.00

NON-NEGOTIABLE

****This is not a check. *****Advice of deposit only****

DezaRae Collins
1930 Church St NE
Salem OR 97301-0478

Pay Period: 09/01/2024 - 09/15/2024

DezaRae Collins

1930 Church St NE
Salem
OR, 97301

PAY	Hours	Rate	Current	YTD
Regular Pay	63.00	28.97	1,825.11	23,945.04
Paid time off	8.00	28.97	231.76	1,137.92
Sick Pay	1.00	28.97	28.97	686.58
Vacation Pay	8.00	28.97	231.76	802.46
Reimburse Emp Expense	-	-	0.00	46.63

TAXES	Current	YTD
Federal Income Tax	195.45	2,312.60
Social Security	143.69	1,647.46
Medicare	33.60	385.29
OR Income Tax	152.74	1,770.62
OR Workers' Benefit Fund	0.63	8.40
OR Statewide Transit Tax	2.32	26.58
OR Paid Family and Medical Leave EE	13.90	159.43

Mid-Willamette Valley Council of G

100 High Street SE STE
200
Salem
OR, 97301

OR TAX ID: 00294294-4

OTHER PAY	Current	YTD
CIS Medical	387.40	2,324.40
CIS Vision	5.04	30.24
CIS Dental	30.91	185.46
Parking	30.50	183.00

DEDUCTIONS	Current	YTD
CIS Hospital Indemnity	7.80	46.80
CIS Critical Illness	2.15	12.90
CIS Medical	0.00	0.00
CIS Vision	0.00	0.00
CIS Dental	0.00	0.00
Trauma Bronze	5.00	30.00
CIS Accident	5.53	33.18

Pay Period

09/01/2024 - 09/15/2024

BENEFITS	Used	Available
Vacation	8.00	16.00
Sick	1.00	16.00
Paid time off	8.00	96.00

Pay Date

09/20/2024

MEMO:

SUMMARY	Current	YTD
Total Pay	\$2,317.60	\$26,618.63
Taxes	\$542.33	\$6,310.38
Deductions	\$20.48	\$122.88

NET PAY: **\$1,754.79**
Acct#....4862: \$1,754.79

DezaRae Collins

1930 Church St NE
Salem
OR, 97301

PAY	Hours	Rate	Current	YTD
Regular Pay	63.00	28.97	1,825.11	23,945.04
Paid time off	8.00	28.97	231.76	1,137.92
Sick Pay	1.00	28.97	28.97	686.58
Vacation Pay	8.00	28.97	231.76	802.46
Reimburse Emp Expense	-	-	0.00	46.63

TAXES	Current	YTD
Federal Income Tax	195.45	2,312.60
Social Security	143.69	1,647.46
Medicare	33.60	385.29
OR Income Tax	152.74	1,770.62
OR Workers' Benefit Fund	0.63	8.40
OR Statewide Transit Tax	2.32	26.58
OR Paid Family and Medical Leave EE	13.90	159.43

Mid-Willamette Valley Council of G

100 High Street SE STE
200
Salem
OR, 97301

OR TAX ID: 00294294-4

OTHER PAY	Current	YTD
CIS Medical	387.40	2,324.40
CIS Vision	5.04	30.24
CIS Dental	30.91	185.46
Parking	30.50	183.00

DEDUCTIONS	Current	YTD
CIS Hospital Indemnity	7.80	46.80
CIS Critical Illness	2.15	12.90
CIS Medical	0.00	0.00
CIS Vision	0.00	0.00
CIS Dental	0.00	0.00
Trauma Bronze	5.00	30.00
CIS Accident	5.53	33.18

Pay Period

09/01/2024 - 09/15/2024

BENEFITS	Used	Available
Vacation	8.00	16.00
Sick	1.00	16.00
Paid time off	8.00	96.00

Pay Date

09/20/2024

MEMO:

SUMMARY	Current	YTD
Total Pay	\$2,317.60	\$26,618.63
Taxes	\$542.33	\$6,310.38
Deductions	\$20.48	\$122.88

NET PAY: **\$1,754.79**
Acct#....4862: \$1,754.79